

# EVIDENCE OF IDENTITY

## FOR GENERAL INDUCTION TRAINING

## UNDER THE NATIONAL CODE OF PRACTICE FOR INDUCTION

## FOR CONSTRUCTION WORK

Registered Training Organisations (RTOs) approved by the WorkCover Authority of NSW (WorkCover) to deliver general induction training under the *National Code of Practice for Induction for Construction Work* (National Code) are required to complete a 100 point Evidence of Identity (EOI) check for each participant:

- immediately prior to conducting training
- prior to conducting an assessment for Recognition of Prior Learning (RPL).

The evidence of identity form is to be retained by the RTO and may be called upon for review during an audit or in response to a complaint or compliance related issues.

### PRIVACY COMPLIANCE STATEMENT

This information is collected and retained by the RTO. This information is collected for the purpose of conducting training or undertaking an assessment for RPL for general induction training under the National Code. This information may be disclosed and used by WorkCover for the purpose of monitoring and ensuring compliance with the *Occupational Health and Safety Act 2000* and *Occupational Health and Safety Regulation 2001*.

This information may also be used for the purposes of confirming a participant's details as required. Information provided in this form will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Act 1998*.

Individual course participants can gain access to their personal information that is held by the Registered Training Organisation.

ALL ITEMS IN SHADED BOXES MUST BE COMPLETED. PLEASE PRINT WITHIN THE BOXES IN BLOCK LETTERS.

### 1. PARTICIPANT DETAILS

Title	Family name		
Given names			Date of birth (DD/MM/YYYY) / /
Residential address (number and street address)			
Suburb	State		Postcode
Daytime contact number		Mobile number	

### 2. REGISTERED TRAINING ORGANISATION (RTO) AND NOMINATED TRAINER DETAILS

RTO name	RTO No.
DET WESTERN SYDNEY REGION	CO9387
RTO nominated trainer name	Nominated trainer TR No.
Date of training (leave blank if being assessed for RPL). * * / /	

\* \* if an embedded course show the LAST DAY as date of training

### 3. EVIDENCE OF IDENTITY (x appropriate box)

EOI must be completed prior to conducting general induction training or undertaking an assessment for RPL under the National Code. You are required to show the RTO Nominated Delegate the **original** EOI documents that add up to 100 points. Within these documents you must be able to show your photo, date of birth (minimum age 14 years), signature and current address. **It is the RTO's responsibility to ensure that the relevant sections of the EOI form are complete, and to verify the EOI documentation provided.**

**Please Note:** Exceptions to the standard EOI requirements are covered under the Special Provisions section of this form. Where special provisions apply, Section 3 is not required. Please go to Section 4 and 5 and complete the relevant sections.

**Please complete the applicable evidence of identity details in the shaded box below. PLEASE PRINT IN BLOCK LETTERS ONLY.**

PRIMARY (only use one primary document)				Point value
Australian Birth Certificate/Card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages	Number	State		70
Passport (Australian or International) (current or expired within last 2 years, but not cancelled)	Number	Country		70
Australian Citizenship Certificate	Number			70
SECONDARY				
Current Australian Driver's Licence	Number	State		40
Current Australian Learner Driver's Licence	Number	State		40
Current Australian Boat Operators Photo Licence	Number	State		40
Current NSW Firearms Licence	Number			40
Current Australian issued NCOC Photo Licence (post 2006) or High Risk Work Licence	Number	State		40
Current State/Territory Proof of Age or Photo Card (For example: a NSW RTA issued card)	Number	State		40
Australian Defence or Police Photo Licence	Number			40
Dept Veterans Affairs card	Centrelink card	Property (Council) rates notice	Property lease agreement	25
Home insurance papers	Utility Bills	Telephone account		25
Credit/Savings Cards/Bank Statements (1)	Credit/Savings Cards/Bank Statements (2)			25/50
<b>Note: If using credit/savings cards or statements (up to a max of 2), these must be from different financial institutions 1 credit/savings card or statement equates to 25 points, 2 equals 50 points</b>				
Medicare Card	Motor vehicle registration or insurance papers			25
TOTAL POINTS				

#### RTO/NOMINATED TRAINER USE ONLY

Please confirm the following information has been validated by ticking the box below:

Photo ID sighted

Date of birth sighted

Current address sighted

Signature sighted



## PARTICIPANT'S DECLARATION

Participant's name ✈ \_\_\_\_\_

Signature  \_\_\_\_\_ Date  \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I certify that I have sighted and confirmed the participant's EOI against original documentation provided prior to conducting general induction training or RPL Assessment under the National Code.

RTO name DET WESTERN SYDNEY REGION Registration No. 609387

RTO delegate name TRAINERS NAME Nominated Trainer Identification TR No. X

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

IF NO SPECIAL PROVISIONS APPLY, PLEASE DO NOT COMPLETE SECTION 5 OF THIS FORM.

Special provisions may apply for participants attending general induction training or where an RPL assessment is conducted under the National Code.

- All EOI documentation provided must be original

Title x                      Family name x

Given names  $x$

Date of training / / If embedded show  
least day

Please tick the appropriate box and complete the section related to the special provision and the Declaration in Section 4.

1. The identity of the student has been verified by sighting any one of the original documents listed below:

Australian Birth Certificate/Card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages	Number	State

Australian Citizenship Certificate

Current Australian Driver's Licence or Learner Driver's Licence	Number	State
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International travel documents including a current passport or a passport that has expired within the last 2 years, but has not been cancelled. Please state type of travel document. For example where a passport is used include passport number and the country of issue and check the expiry date.

OR

2. The identity of the student has been verified by sighting a written statement on school letterhead confirming the student's name and date of birth.

Name of school and location

Date of statement

Name and title of school official

OR

3. The identity of the student has been verified by sighting a student ID card that contains the school crest/seal, photo, student's name and date of birth.

The special provisions applicable to the school sector are based on the *Financial Transactions Regulation 1990*, Regulation 6 *Child under 18*.

PART A: Circle the statement that applies in normal circumstances.

③ will apply.

**PART B – CORRECTIONAL CENTRES (Points value applies)**

Point value

The identity of the correctional centre inmate has been verified by sighting 100 points EOI from the table below:

Australian Birth Certificate/Card	Number	State	70		
Passport (Australian or International) current or expired in the last 2 years, but not cancelled	Number	Country	70		
Australian Citizenship Certificate	Number		70		
Australian Driver's Licence/Learner Driver's Licence	Number	State	40		
Australian Boat Operators Licence (with photo)	Number	State	40		
Australian Issued NCOC Photo Licence (post 2006) or High Risk Work Licence	Number	State	40		
Australian State/Territory Proof of Age/Photo ID card	Number	State	40		
Medicare card	Dept Veterans Affairs card	Centrelink card	Credit card or account card	Bank statement	25
Motor Vehicle registration or insurance docs	Property rates notice	Property lease agreement	Telephone account		25
Home insurance papers	Letter of Verification from the Department of Corrective Services				25
Correctional Centre inmate MIN card					5
Correctional Centre name and location					TOTAL POINTS

The special provisions applicable to correctional centres are based on an existing agreement between WorkCover NSW and the Department of Corrective Services.

**PART C – ABORIGINAL AND TORRES STRAIT ISLANDERS (Points system does not apply)**

Special provisions apply to the EOI for persons from an Aboriginal or Torres Strait Islander background. The EOI must be verified by **two persons** recognised as 'authorised referees' of the community to which the person belongs.

Authorised referees for Aboriginal and Torres Strait Islanders include:

- Chairperson, Secretary or CEO of an incorporated indigenous organisation (including land councils, community councils, housing organisations etc).
- Structured Training and Employment Projects Employment and Related Services (STEPERS) panel member (formerly known as the Community Development Employment Project (CDEP) Coordinator)
- School Principal/Counsellor
- Minister of religion
- Treating health professional or manager in Aboriginal medical services
- Centrelink agent or government employee with at least two years continuous service (State, Territory or Commonwealth Government).

Please attach **two** written statements on organisational/company letterhead verifying the person's identification:

Name of Referee (1)

Organisation

Contact number

Name of Referee (2)

Organisation

Contact number

**PART D – OVERSEAS PERSONS RECENTLY ARRIVED IN AUSTRALIA (LESS THAN SIX WEEKS)**  
(Points system does not apply)

The person has been in Australia for less than six weeks

Date of arrival        /        /

The person is not ordinarily a resident of Australia

1. The identity of the person has been verified by sighting **one** of the following overseas travel documents.

A current passport or a passport that has expired within the last two years, but has not been cancelled.

Passport number

Country

Expiry Date

/        /

OR

Other international documents of identity that have the same characteristics as a passport eg diplomatic documents and documents issued to referees.

AND

2. One of the following EOI documents (Australian or Overseas). Please tick the appropriate box

Current Driver's Licence

Number

Country

Credit/Savings account card

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